



Admissions policy

Poppleton Road Out of School Club is registered for children aged between 3 and 11 years of age (14 for those children with Special Educational Needs). Breakfast club and after school club cater for those children attending Poppleton Road Primary School. Holiday club is open to any children in the age range.

Breakfast and holiday club can cater for 30 children and after school club can cater for 60 children. Places can be allocated as soon as registration forms are returned completed.

Bookings

Booking forms are available for breakfast club and after school club for each month; if different or ad hoc bookings are required. If your child requires the same days every week, the place can be allocated without a booking form as long as payment is made each month. Holiday club places are allocated through a booking form on a first come first served basis.

Fees and Payments

In all cases places will be charged per session. Fees must be paid in advance either monthly or weekly. Reduced rates will apply for families with second/ subsequent children; and the club reserve the right to allocate scholarship places free of charge to families in receipt of pupil premium, at the discretion and agreement of the Management Committee.

Holiday club places must be paid for in advance.

Payment can be made by direct debit directly into the club's account or alternatively by Childcare Vouchers. The bank account details are: Co-operative bank. Sort code: 08-92-99. Account number: 65827480. When asked for a reference, please use your child's name and account number (this can be found on your invoice). Block bookings must be paid for monthly in advance, failing this, an invoice will be issued and payment must then be received within 7 days.

Parents are reminded that non-payment could result in the withdrawal of the child/children's place and further charges could be incurred whilst the club takes steps to recover outstanding fees, however, individual circumstances will be taken into consideration.

Covid 19

We do not offer refunds/credits for

- Child sickness
- Parent/carer sickness
- Child COVID-19 diagnosis/self-isolation
- Parent/carer COVID-19 diagnosis/self-isolation



- Group COVID-19 closure/self-isolation (due to child/staff/parent/carer/school staff)
- School closure (any reason inc. COVID-19)

We do credit for

- Enforced local/UK lockdown (COVID-19)
- By order of Government, Local Authority or Environmental Health

Emergency Bookings

Emergency bookings will be accepted provided the club can fulfil its obligations regarding staff to child ratio requirements and payment for these should be made on the day of the session or by agreement with the co-ordinator.

If the club becomes full a waiting list will be put into place. If the booking is a one off booking for a certain date, the parent will be notified as soon as a place becomes available. If it is for a permanent place then the parent will be notified as soon as a permanent place becomes available. In both cases, places are allocated on a first come first served basis and you will be notified as soon as possible. In certain cases, for example where places are required for short breaks or respite care, the waiting list may be bypassed.

Cancellations and Notice

Cancellations will NOT be accepted. All pre-booked places must be paid for in full. If you would like to permanently cancel some or all of your child's booking, we will require 4 weeks' notice in writing.

Holiday Club bookings require 2 weeks' notice of cancellation.

Collections

Children must be collected promptly on or before 6:00pm. Please ensure that you collect your child/children by this time. Lateness in collection will incur costs to the club in regards to staff having to remain at the club until all children have been collected (these costs may be passed on to you the parent/carer at the discretion of the Club Manager). These costs are £15 for every 15 minutes after 6:00pm. If possible, please inform the club by telephone (01904 340999) if you will be unable to collect your child/children by 6:00pm. **This must be in EMERGENCY CASES ONLY.**



The voluntary Management Committee reserves the right to cancel registration if parents / guardians are persistently late in collecting the child/children.

The full procedure for uncollected children is held in the Policy “Uncollected Child Policy”.

Emergency Contact

In emergencies the Club Manager or Deputy will make all attempts possible to contact a parent/ guardian using contact telephone numbers that have been provided. If they are unsuccessful, they will act in whatever is in the child’s best interest.

The club has a legal duty to notify local authority Children’s Services of any concerns regarding the welfare and safeguarding of children in our care.

This policy was adopted at a meeting of	Poppleton Rd OOSC	
Held in:	February 2023	
To be reviewed in:	February 2024	
Signed on behalf of the setting:		
Name of Signatory:		
Role of Signatory:	Manager	Deputy Manager